

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

ANNOUNCEMENT NO: CFSA-05-J005

POSITION: SECRETARY (TYPING), DS-318-08

OPENING DATE: 10-08-04

CLOSING DATE: 10-22-04

IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE:

SALARY RANGE: \$29,429 - \$37,862

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: NONE

AREA OF CONSIDERATION: DEPT WIDE

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), ODDPO, IIA

DURATION OF APPOINTMENT: ☒ Permanent | ☐ Term (13 months to 4 years) NTE: Four (4) years
☐ Temporary (Up to 1 year, Not-to-Exceed) _____

This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

☒ This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent receives telephone calls and visitors for the Administrator; determines which calls can be answered personally and which should be directed elsewhere; and, obtains needed background information before referring calls to the Administrator. Maintains the appointment schedule for the Administrator and making final commitments referring matters to staff members when appropriate, and advising the Administrator and of appointments and other commitments which might have a bearing on future decisions. Receives all incoming mail, establishing controls on certain items. Attaches relevant correspondence and other background information to incoming correspondence. Searches files for information to be used in replies, or request information from the Administrator. If information is readily available, the incumbent composes and types replies for the Administrator, signing correspondence for the Administrator when the contents is in accordance with the Administrator's wishes. Reviews all correspondence for the Administrator's signature for grammar, construction, format, attachment, continuity of text, and compliance with the Administrator's viewpoint. Advises writer of inadequacies. Serves as a buffer and acts as liaison between the Administrator by providing accurate, timely advice on procedures, reports, requirements, and other matters necessary to implement the Administrator's policies, directives for the instructions. Informs them of Administrator's view on current issues and programs and schedules briefings by members of the staff for the Administrator. Composes and types narrative and tabular documents and is responsible for sentence structure, grammar, spelling, and computations. Also designs and completes in final form special announcements, fliers, bulletins, etc. Requisitions office supplies, equipment, and publications and performs similar office maintenance duties. Maintains time and attendance records.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SELECTION PLACEMENT FACTOR:

- Must possess knowledge & skill in Microsoft Office, to include Word, PowerPoint, Excel and Access.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of the Administration and of the goals, priorities, policies, and commitments of the Administrator to perform such tasks as assembling information to be used for reports or responses to inquiries; composing non-technical correspondence; and maintaining awareness of the clerical and administrative problems related to programs;
2. Skill in advising and instructing subordinate offices concerning the required reporting and general clerical and administrative procedures of the Administration;
3. Skill in operating a typewriter, a personal computer and the development of spreadsheets and databases; and
4. Knowledge of grammar, spelling, punctuation, and required formats

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test and Criminal Background Check. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUGS STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>MAIL TO:</u>	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
<u>TO APPLY:</u>			
<u>FAX TO:</u>	(202) 727-5750	<u>WEB SITE:</u>	www.cfsa.dc.gov
<u>EMAIL TO:</u>	cf saj ob s@cf sa-dc.org	<u>TELEPHONE:</u>	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
